

Glacies Indicium



Team Standards Document

9/14/2020

Project Sponsors

Dr. Heather Lynch

Dr. Mark Salvator

Brian Szutu

Faculty Mentor

Andrew Abraham

Team Members

Beck Bohnker

Joe Carter

Kassandra Coxen

Logan Garrett

Zach Spielberger

Introduction:

This document includes information related to team members roles, distribution of work, outline of meetings, and general conduct rules. It also includes tools and document standards as well as information related to self review.

Team Members and Roles

Team Lead: Joe Carter

- Coordinates tasks and submits assignments
- Primary contact for Dr. D
- Runs Meetings

Quality Assurance: Logan Garrett

- Manages code repository
- Reviews merge requests for code quality
- Resolves merge conflicts
- Provides git/GitHub support

Architect: Zach Spielberger

- Ensures software decisions are followed
- Responsible for designing software implementations
- Ensures software is maintainable and scalable

Customer Communicator: Beck Bohnker

- Communicates with the customer
- Makes sure that the team is following the customers' vision
- Works with others to follow project specifications

Recorder: Cassandra Coxen

- Maintains record of meeting minutes
- Maintains record of team meeting attendance
- Ensures meetings cover all topics on agenda
- Finalizing documents and approving documents for submission

Coders:

All group members will be expected to participate in development, but some members will have specialized roles

- GUI (client-side)
 - Beck, Logan, Zach
- Map
 - Beck, Joe, Kass
- Backend
 - Joe, Zach, Kass

Team Meeting Expectations

Meeting Times:

- Monday 6:00 pm
- Friday 5:30 pm

Agenda structure:

- Each of us will report on what we have been working on since last meeting.
- Each of us will discuss troubles/problems we've been having related to the project.
- Team lead will describe immediate tasks that need to be addressed.
- Team lead will describe future tasks to be aware of.

Minutes:

- Kassandra will fill out meeting minutes template and post to Microsoft Teams directory every meeting.

Decision-making process:

- In the case of a disagreement we will take an anonymous vote.
- Majority rules

Attendance:

- With proper notice missing a meeting will not have a consequence.

- Absentee will touch base with team leader
- If a member is absent without notice the group will discuss proper consequences.
 - Three absent meetings without proper notice and the team lead will alert the team mentor or faculty supervisor
 - Five meetings without notices will kick from group
- Any issues with attendance, with or without notice, can be brought before the group by any member

Conduct:

- Disputes: Members will attempt to resolve disputes between themselves before bringing it to the attention of the team lead and Dr. D if necessary.
- We will attempt to keep distractions in meetings to a minimum.

Response-time:

- Discord: Between weekdays 8am-8pm it is expected to have a response time of 4 hours
- Email: Email is not the primary form of communication so response time is expected to be 24 hours

Tools and Document Standards:

Version Control:

- Main git repository hosted on GitHub under the QA's account. Team members can make their own forks of the repository for their own work, or clone directly into the main repo because all are authorized collaborators.

- We will enforce a soft rule that all code merges to the main repository will be reviewed and approved by the QA officer and at least one other team member (this can be the team member who issued the merge request).
 - We expect good judgment when following this “soft” rule; if it only involves minor changes and poses no conflicts, you can merge a pull request on your own, just to keep it moving forward.
 - All merges with conflicts that must be resolved must be approved by the two-person rule.

Issue Tracking:

- We will use the issue tracking systems that are built into the GitHub website.

Word Processing and Presentation:

- We will be using Microsoft Teams and the Office programs that come with it.

Composition and Review:

- Lead editor decided before every deliverable
- Deliverable will be finalized 48 hours before meeting with Mentor
- Rough Draft will be finalized 72 hours before meeting with Mentor

Team Self-Review

One Friday meeting every month will take time for a self-review. Members will prepare a short description of what they’ve been doing well on, things they need to work on, and plans for improvement. We will then spend 15 minutes where each person can talk about their review and have space to discuss it.